

## ORDERING ONLINE INSTRUCTIONS

You will need to know your route number in order to find out when your delivery is scheduled for and what is being offered. To locate your route number, click on the **School Route Number** link and scroll down until you find your school(s) (Note: the schools are listed alphabetically) and on the left hand side of your school(s) you will see your route number and your customer number

Then click on the “Back” button found in the upper left hand corner above the address bar. This will bring you back to our main website. Next click on the **School Delivery Calendar** and find the day where your route number appears. This is the day your delivery is scheduled for.

Find and then click on your route number and the offering for the whole route will come up then print the page(s). Make any changes to the order but please do not order more than you are allocated, all extras will be posted on our website under **B Items and Excess Commodities Listing**.

**NOTE: PLEASE DO NOT MAKE UP YOUR OWN ORDER FORM, PRINT OUT THE OFFERING FOR YOUR ROUTE, MAKE CHANGES THEN FAX THE PRINT OUT TO US.**

Click the “Back” button until you are back to our main website. Next click on the **B Items and Excess Commodities Listing** link to see the additional items we have in stock that you can order. Print out the order forms (if you are ordering for multiple schools you can make additional copies of these pages) and write your Route Number and Customer Number on the top of the form where indicated on each page and write the quantity you wish to receive in the Order Quantity field.

**Please remember that the Excess Commodities are first come first serve and we will send the items you request if they are still available.**

When you have completed your order, fax it our office (fax number below). We require that you fax your order to us five (5) days before your scheduled delivery date.

**\*\*Note:** Check the School Delivery Calendar 2 days before your scheduled delivery to ensure that there have been no changes. We will email or call you if we have a last minute change.

**FAX NUMBER 271-6475**